

DATE
RECEIVED:

APPLICATION NO:

APPLICATION FOR A CERTIFICATE OF ASSURED WATER SUPPLY

PART A - GENERAL INFORMATION

1. Name of Subdivision: _____
2. Owner Name _____ Phone: _____ Fax: _____
Must indicate the legal owner of record. This is how the owner name will appear on the public notice and the Certificate of Assured Water Supply.
Address: _____
3. Water Provider: _____ Phone: _____ Fax: _____
Address: _____
4. Consultant Name: _____ Phone: _____ Fax: _____
Address: _____
5. Primary Contact Name: _____ Phone: _____ Fax: _____
Address: _____
E-Mail Address _____
6. Location: _____
Township Range Section(s) City County AMA
7. Assessors Parcel Number(s): Book _____ Map _____ Parcel _____
Book _____ Map _____ Parcel _____
8. Include **three** copies of the preliminary plat for the subdivision and reference as an attachment: _____
Are any changes to this plat expected prior to final approval by the local platting authority? _____ Yes _____ No
If "yes," explain: _____
9. If a final plat has been approved and recorded for this subdivision, indicate the year of approval: _____
10. Has a Certificate of Assured Water Supply previously been issued for this property? _____ Yes _____ No
If "yes," please attach a copy of the Certificate. Please indicate why a new Certificate of Assured Water Supply is being applied for: _____ Change of Ownership _____ Changes to Plat _____ Other: _____

PART B - DEMAND ESTIMATE

2. a. Provide the following estimated residential demand information at build out (refer to guidelines):

	1	2	3	4	5
	Average Persons per Housing Unit	Gallons per Person per Day	Demand per Housing Unit per Year (AF/YR)	Number of Housing Units	Total Expected Demand per Year (AF/YR)
Single Family					
Multi-Family					
				Total Residential Demand	

- b. Indicate the source of the Average Persons per Housing Unit figure(s): _____

- c. Indicate the source of the Demand per Housing Unit per Year figure(s): _____

- d. If applicable, indicate the total demand per lot for urban irrigation or livestock pasture: _____ af/yr

Is this amount included in the gallons per person per day figure in question B.2.a.? ___Yes ___No

Will irrigation or livestock water be provided by a secondary provider? ___Yes ___No

If "yes," please see question D.1.c.

3. a. Will there be any water demands within this master plan or subdivision that are not accounted for within the residential water use rates? _____Yes _____No If "yes," please complete the following table.

Non-Residential Water Use Category:	Total Acreage or Sq. Ft.	Demand Factor af/ac or gal/Sq. Ft.	Total Demand (AF/YR)
Golf Course or other Turf-Related Facilities:			
Common Areas:			
Schools:			
Parks:			
Landscaping for Retention/Detention Basins:			
Rights of Way:			
Community Centers:			
Commercial:			
Other Non-Residential Water Demand:			
		Total Non-Residential Demand	

- b. Describe assumptions and source of data used in this table: _____

4. a. Projected build-out year for entire plat: _____

- b. Indicate the estimated amount of lost and unaccounted for water, _____

- as a percentage of total deliveries: _____ %
- c. Indicate estimated water demand for construction purposes: _____ af
- d. Indicate total expected build-out demand, from all water sources, including construction water and lost and unaccounted for water: _____ af/yr

PART C - CONSISTENCY WITH MANAGEMENT PLAN

1. Conservation requirements have been prescribed for water providers through the Management Plan for each active management area. The following information is needed to support provider efforts to meet these requirements.
If the proposed subdivision is for 50 or fewer lots, these questions need not be completed.
- a. List current and proposed conservation ordinances which apply to this subdivision: _____

 demand estimates rely on restrictions imposed by government ordinance, they must be attached.
- b. Will the subdivision incorporate CC&Rs or other restrictions to limit landscape water use? ___ Yes ___ No
If demand estimates rely on restrictions imposed by the CC&Rs, they must be attached.
- c. Will landscaping in public rights of way conform to ADWR's Low Water Use Plant List? ___ Yes ___ No
- d. Generally describe any other current or proposed conservation practices, rates, fees, restrictions, policies and devices to be utilized within the subdivision to meet the conservation requirements of the Management Plan.
If demand estimates rely on these conservation requirements, they must be attached.
-

PART D - CONSISTENCY WITH MANAGEMENT GOAL

1. If any groundwater is proposed to be used as the source of water for this subdivision, how will the groundwater use meet the "consistency with management goal" requirement? Please check all that apply. **An applicant for a dry lot subdivision comprised of 20 or fewer lots is exempt from proving consistency with the management goal.**
- ___ Enrollment of the subdivision lands in the Central Arizona Groundwater Replenishment District (Phoenix, Tucson and Pinal AMAs **ONLY**)
 A separate application for membership must be filed with the Central Arizona Water Conservation District, and the membership documents **must be executed and recorded before** a Certificate will be issued.
- ___ Extinguishment of grandfathered groundwater rights dedicated to this subdivision
 Provide evidence and reference the attachment:
- ___ Dedication of Long-Term Storage Credits (Recharge)
 Provide evidence and reference the attachment:
- ___ Exemption for the withdrawal and use of poor quality water pursuant to a remedial action
 Provide evidence that the exemption has been granted by the Director and reference as an attachment:
- ___ Exemption for the withdrawal and use of groundwater from an area exempt from conservation requirements due to waterlogging.

PART E - LEGAL AVAILABILITY OF SOURCE WATER

1. a. Method of water distribution: ___ central distribution system ___ dry lot subdivision (individual wells)
 If water is to be obtained from a water provider, include the attached "Notice of Intent to Serve" agreement.
- b. If served by a central distribution system, is the water provider currently delivering water to residential customers? ___ Yes ___ No If "no," an appropriate water right must be acquired.
- c. Will more than one provider deliver water of any type to the subdivision? ___ Yes ___ No
 If "yes," please list the secondary provider:

Type of water to be delivered by secondary provider: ☐ Groundwater ☐ CAP ☐ Effluent

☐ Other: _____

For what use: ☐ Urban Irrigation(mini-farm) ☐ Livestock Grazing ☐ Other: _____

A "Notice of Intent to Serve" agreement must be submitted for **both** water providers.

2. If the subdivision will be receiving any water pursuant to an exchange agreement, provide a copy of the agreement and reference the attachment: _____

3. Indicate water sources to be used:

Source of Supply	100 Year Volume (acre feet)	Required Supporting Information (reference any attached documents)
Groundwater		Indicate any grandfathered groundwater right or permit number(s) and type(s):
Central Arizona Project Water Directly Delivered		What is the term of the contract? Please attach a copy and reference as an attachment:
Surface Water Directly Delivered		Surface water right number(s) and type(s) or water district name:
Effluent Directly Delivered		Name of entity providing effluent: Any related contracts or agreements (attachment):
Total 100 Year Volume		

PART F - FINANCIAL CAPABILITY

1. Is water service currently available to each lot? ☐ Yes ☐ No
If "no," a completed "Verification of Construction Assurance" form (attached) must be submitted.
If development is a dry lot subdivision, no financial assurances are required.
2. Will wells, off-site pipelines, storage or treatment facilities be constructed to serve this subdivision? ☐ Yes ☐ No
If "yes," please provide A) A description of the improvements (reference the attachment):
B) Evidence of financial capability (reference the attachment):
C) Schedule for completion of improvements (reference the attachment):

PART G - PHYSICAL AVAILABILITY OF SOURCE WATER

1. If the development consists of more than 20 lots, a comprehensive hydrologic study must be submitted with this application, unless the Department has previously reviewed the hydrologic conditions for this area and has issued a valid Letter of Water Availability, Physical Availability Determination or Analysis of Assured Water Supply. Please indicate the evidence of physical availability and reference as an attachment:

☐ Water Availability Letter

☐ Physical Availability Determination

☐ New Hydrologic Study

☐ Subdivision of less than 20 lots

☐ Other,

please

specify

PART H - WATER QUALITY

1. If the subdivision will be served by a provider regulated by the Arizona Department of Environmental Quality, you will need to request a report to assess the water quality of the proposed supply. In Maricopa County the compliance reports are handled by the Maricopa County Health Department. In the remainder of the state, requests for compliance reports should be directed to ADEQ, Drinking Water Compliance Section. For new providers, please provide the initial source approval sampling results. For dry lot subdivisions, please provide water quality data from

on- site, or from nearby sources. It may be necessary for the applicant to provide further information in order for ADWR to determine the quality of the proposed supply. If the proposed subdivision is located within one mile of a Water Quality Assurance Revolving Fund or Superfund site, or if the proposed supply fails to meet safe drinking water quality standards, a contaminant migration analysis must be submitted.

Reference either the attached study or a copy of a previous determination of water quality:

PART I – FEES

Please calculate fees by completing the appropriate items below, and include the total fees with your application. Payment may be made by cash, check, or in some cases, by entry in an existing Department fee credit account. Checks should be made payable to the Department of Water Resources. **Failure to enclose the required fees will cause the application to be returned. Fees for certificates of assured water supply are authorized by A.R.S. § 45-113.**

1. Basic Application fee (includes first 20 lots) \$250.00
2. Per-lot review fee (for lots in excess of the first 20):
 Total lots in this application _____
 Less first 20 lots -20
 Lots subject to additional review fees _____ x \$0.50 per lot: \$ _____
3. Subtotal (add items #1 and #2) **NOT TO EXCEED \$1,000** \$ _____
4. Credit for previously reviewed hydrologic studies
 for this property (see #F-1 above) 0.20 x Subtotal (#3) \$
5. Credit for membership in the Central
 Arizona Groundwater Replenishment District 0.20 x Subtotal (#3) \$
6. Total Credits (add items #4 and #5) \$ _____
7. Public Notice Fee
 Indicate the appropriate AMA and add the associated Public Notice Fee
 Phoenix AMA \$ 52.00
 Tucson AMA \$ 225.00
 Pinal AMA \$ 125.00
 Prescott AMA \$ 75.00
 Santa Cruz AMA \$ 50.00
8. **TOTAL FEE DUE** (subtract #6 from #3 and add #7) \$ _____

PART J - APPLICATION SIGNATURE

I DO HEREBY certify that the information contained in this application and all information accompanying it is true and correct to the best of my knowledge and belief.

Subdivision Name: _____

Owner Name (please print or type): _____

Please attach a copy of the deed or title report as proof of ownership.

Name of Owner's Authorized Agent (please type or print): _____

Title of Owner's Authorized Agent (please type or print): _____

Signature of Owner or Owner's Authorized Agent

Date

For more information:

General assistance:

Office of Assured and Adequate Water Supply
(602) 417-2465

Groundwater Replenishment District membership:
Central Arizona Groundwater Replenishment District
(602) 869-2672 or (602) 869-2419

Assistance with calculating demand:

Phoenix AMA - (602) 417-2465
Tucson AMA - (520) 770-3800
Pinal AMA - (520) 836-4857
Prescott AMA - (520) 778-7202
Santa Cruz AMA - (520) 761-1814

Hydrologic studies:

Assured Water Supply Unit
(602) 417-2448

Water Quality:

Superfund/WQARF Remedial Actions
(602) 417-2473

Department of Real Estate
(602) 468-1414 x400

Arizona Corporation Commission
(602) 542-4251

DID YOU REMEMBER?

To completely fill-out the application form?
To include three copies of preliminary plat?
To include a signed Notice of Intent to Serve?
To include a signed Verification of Construction Assurance?
To include a Hydrologic study, if required?
To include all documents referenced in the application?
To include correctly calculated fees?
To have application signed by an authorized agent?

ARIZONA DEPARTMENT OF WATER RESOURCES
OFFICE OF ASSURED WATER SUPPLY
500 NORTH THIRD STREET
PHOENIX, ARIZONA 85004
(602) 417-2465

**SUPPLEMENT TO APPLICATION
FOR A CERTIFICATE OF ASSURED WATER SUPPLY**

**VERIFICATION OF CONSTRUCTION ASSURANCE
FOR A PROPOSED SUBDIVISION**

To satisfy one of the requirements for obtaining a Certificate of Assured Water Supply pursuant to A.R.S. § 45-576, a developer must demonstrate financial capability to construct the water delivery system and any required storage or treatment facilities for a proposed subdivision. To fulfill this requirement, the Department will accept confirmation from the local platting authority that construction assurances will be secured prior to the sale of lots in accordance with the requirements of A.R.S. § 9-463.01 (if the platting entity is a city or town) or A.R.S. § 11-806.01 (if the platting entity is a county). This document is to be signed by the appropriate platting authority.

Section One - Subdivision Information (to be completed by applicant)

Subdivision name: _____ # of lots: _____

Location by section, township & range: _____ County: _____

Owner of subdivision: _____

Owner's Address: _____

Section Two - Verification of Construction Assurance (to be completed by platting authority)

With regard to the referenced subdivision, the below-named platting authority certifies that it has or will receive construction assurances, pursuant to the appropriate statutes, for the following elements of the water delivery system (check as applicable):

___potable delivery system ___potable storage facilities ___potable treatment facilities

___off-site pipeline ___effluent delivery system ___effluent treatment facilities

___other-please specify: _____

Name-Please Print/Type Signature Date Title

City/county name: _____ Department: _____

Address: _____ Phone #: _____

ARIZONA DEPARTMENT OF WATER RESOURCES

OFFICE OF ASSURED WATER SUPPLY

500 NORTH THIRD STREET

PHOENIX, ARIZONA 85004

(602) 417-2465

NOTICE OF INTENT TO SERVE FOR PRIVATE WATER COMPANIES

Subdivision/Development Name: _____

Owner: _____

Private Water Company Name: _____

(If the water provider has several divisions, please specify in which service area the subdivision is located)

ADWR Service Area Right Number: 56- _____ ADEQ Public Water System Number: _____

(Number can be found on ADWR Annual Reports) (Please indicate the number valid for this subdivision) _____

Is the development located within the water provider's existing operating distribution system? ___ Yes ___ No

If no, will the water provider be establishing a new service area right to serve the development? ___ Yes ___ No

If yes, what type of right will be used to establish the service area right _____ If

the development is not within the water provider's operating distribution system, a new service area right must be established before a Certificate of Assured Water Supply will be issued. Please contact your local AMA office for more information on establishing a new service area right.

Is the development within the water provider's existing Certificate of Convenience and Necessity (CC&N)? ___ Yes ___ No

If no, has an application for an extension of the CC&N been filed? ___ Yes ___ No

If yes, date of submittal: _____ Approved? ___ Yes ___ No

Please include a copy of the application for extension and reference as an attachment:

If the development is not within the water provider's CC&N, a Certificate of Assured Water Supply will not be issued until the CC&N has been extended to include the development.

1	2	3	4	5	6
Number of Lots	Persons per Housing Unit	GPCD	Residential Demand (af/yr)	Other Demand (af/yr)	Total Annual Demand (af/yr)

The undersigned private water company (PWC) agrees to provide to the development indicated above an amount of water sufficient to satisfy the water demands of the development as estimated above. This Notice of Intent to Serve is conditioned upon the PWC's receipt of necessary approvals from the Arizona Corporation Commission and other regulatory agencies and the PWC's receipt of all necessary payments. The PWC further attests that the development is either within the boundaries of the company's existing Certificate of Convenience and Necessity or that a formal request has been filed with the Arizona Corporation Commission to extend the boundaries to include the development. The PWC further attests that the development is either within the operating distribution system or that a new service area right will be established to serve the development. The PWC acknowledges that it has reviewed the total estimated water demand of this subdivision and understands the effect of this demand on its compliance with applicable conservation targets prescribed in the management plan for the Active Management Area. This Notice of Intent To Serve Agreement is agreed to under the signature of an agent of the PWC authorized to sign the agreement:

Private Water Company's Authorized Agent (please type or print):

Signature of Authorized Agent of Private Water Company Title

Date

Signature of Applicant

Title

Date

ARIZONA DEPARTMENT OF WATER RESOURCES

OFFICE OF ASSURED WATER SUPPLY

500 NORTH THIRD STREET

PHOENIX, ARIZONA 85004

(602) 417-2465

NOTICE OF INTENT TO SERVE FOR PROVIDERS NOT REGULATED BY THE ARIZONA CORPORATION COMMISSION*

Subdivision/Development Name: _____

Owner: _____ Muni

Principal Water Provider Name: _____

(If the water provider has several divisions, please specify in which service area the subdivision is located)

ADWR Service Area Right Number: 56_____ ADEQ Public Water System Number: _____

(Number can be found on ADWR Annual Reports) (Please indicate the number valid for this subdivision)

Type of Municipal Water Provider? ☐ City or Town ☐ Irrigation District ☐ Water Improvement District

☐ Homeowners' Association ☐ Other(explain)_____

If a homeowners' association, please provide the documents that establish the HOA and evidence from the Arizona Corporation Commission (ACC) that the HOA is "not for public service," and not subject to regulation by the ACC.

Is the subdivision to be served by the water provider's existing operating distribution system? ☐ Yes ☐ No

If no, will the water provider be establishing a new service area right to serve the development? ☐ Yes ☐ No

If yes, what type of right will be used to establish the service area right

If the development is not within the water provider's operating distribution system, a new service area right must be established before a Certificate of Assured Water Supply will be issued. Please contact your local AMA office for more information on establishing a new service area right.

1	2	3	4	5	6
Number of Lots	Persons per Housing Unit	GPCD	Residential Demand (af/yr)	Other Demand (af/yr)	Total Annual Demand (af/yr)

The undersigned water provider agrees to provide to the development indicated above an amount of water sufficient to satisfy the water demands of the development as estimated above. This Notice of Intent to Serve is conditioned upon the provider's receipt of necessary approvals from the relevant regulatory agencies and the provider's receipt of all necessary payments. The water provider further attests that the development is either within the operating distribution system or that a new service area right will be established to serve the development. The water provider also acknowledges that it has reviewed the total estimated water demand of this subdivision and understands the effect of this demand on its compliance with applicable conservation targets prescribed in the management plan for the Active Management Area. This Notice of Intent To Serve Agreement is agreed to under the signature of an agent of the water provider authorized to sign the agreement:

Water Provider's Authorized Agent (please type or print):

Signature of Authorized Agent of Water Provider

Title

Date

Signature of Applicant

Title

Date

*Pursuant to R12-15-703 (D)(7), this form only meets the requirements of legal availability for those subdivisions served by a

city or town. If water will be served by another entity, there may be other requirements for proving legal availability of supply.

APPLICATION COMPLETION GUIDELINES

CERTIFICATE OF ASSURED WATER SUPPLY

PART A - GENERAL INFORMATION

- Item 1:** Enter subdivision name as it will appear on submittals to the platting entity and the Department of Real Estate.
- Item 2:** Identify the owner of the property upon which the subdivision will be built. "Owner" means a person who holds a sufficient ownership interest in the land described in the certificate application to allow for the sale or lease of the property immediately upon approval of the certificate and plat and the issuance of the public report. The owner must be the same owner who will be reported to the platting entity and the Arizona Department of Real Estate. If the owner is held by an entity other than an individual, such as a corporation, partnership or trust, include a statement naming the type of legal entity and listing the interest and extent of such interest of each principal in the entity. A principal is a person or entity having a ten percent or more financial interest in the development. If the subdivision lands are held in trust, please list the trustee and trust number as the owner.
- Item 3:** Identify the water provider which will be serving the subdivision (unless the subdivision is a dry lot subdivision). The water provider must be the same entity which signs the notice of intent to serve.
- Item 4:** Identify any technical consultant(s) used in preparing the application or any supporting documents.
- Item 5:** Indicate the person to be contacted for questions regarding this application.
- Items 6 & 7:** List the legal description of the subdivision, the county, the AMA and the Assessor's Parcel Number(s).
- Item 8:** The plat submitted with this application should be approved in preliminary form by the local platting authority. Please include three copies of the plat.
- Item 9:** For subdivisions approved before 1980, a Certificate of Assured Water Supply is not required if: 1) water service is currently available to each lot and 2) the plat has not changed since February 7, 1995. If your subdivision qualifies for this exemption, this application is not necessary. Please submit a formal, written request for a statement of exemption from the Department. Please include a copy of the final plat and a statement from the water provider certifying that water service is currently available to each lot.
- Item 10:** This information will help us in the review of the application.

PART B - WATER DEMAND INFORMATION

- Item 1:** List the number of lots or parcels indicated on the attached plat, the size of residential lots (in square feet), and the aggregate acreage for both residential and non-residential lots or parcels.
- Item 2a: Demand calculations must reflect the expected use rates as accurately as possible.** Estimates should be calculated on the basis of sound water use factors. As an alternative, the water use records of lots with similar characteristics in the same area may be used. If actual water use records are used, at least three consecutive years of record should be analyzed. Demand calculations must assume full occupancy. In order to calculate demand, multiply the figure in column 1 by column 2 and convert the number to af/yr using 365 days/325,851 gallons as a factor. This figure will be the Demand per Housing Unit per Year. Multiply this number by the Number of Housing Units, listed in column 4. This figure will be the Total Expected Demand per Year. Multiply this number by 100 to calculate the 100 Year Demand. The following example demonstrates these calculations:

	1	2	3	4	5	6
Category	Average Persons per Housing Unit	Gallons per Person per Day	Demand per Housing Unit per Year (AF/YR)	Number of Housing Units	Total Expected Demand per Year (AF/YR)	100 Year Demand (AF/YR)
Single family	3.25	125	0.455	100	45.5	4550
Multi-family	0	0	0	0	0	0

$$\frac{3.25 \text{ persons}}{\text{housing unit}} * \frac{125 \text{ gallons}}{\text{day}} * \frac{365 \text{ days}}{325,851 \text{ gallons}} = 0.455 \text{ af/yr}$$

$$\frac{0.455 \text{ af}}{\text{year}} * 100 \text{ units} = 45.5 \text{ af/yr}$$

These values are for example purposes only. Be sure to use local water use rates in your application. List single family and multi-family units separately. Single family includes detached dwellings and mobile homes on individual lots. Multi-family includes apartments, town homes, condominiums and mobile homes in mobile home parks. Persons per household (PPH) figures should be reflective of the service area of the water provider who will serve the subdivision, unless more accurate information is available. The PPH figure should assume full occupancy. Service area PPH figures and local water use rates are available through the Department's AMA offices.

Items 2b and 2c: Indicate the assumptions used to calculate the per-housing unit demand, and the sources of information for the average persons per housing unit and demand per housing unit figures. Contact the Department if assistance is needed.

Item 2d: The amount of water used for urban irrigation or for livestock grazing pasture is considered part of the overall demand of the

subdivision, even if it is provided by a secondary provider. This water use must meet the same assured water supply requirements as the water delivered for residential and other non-residential purposes. For a definition of urban irrigation, please contact the Department's AMA offices.

Item 3a: List the demand associated with each non-residential use. "Other" non-residential uses may include "commercial" (stores, offices, recreational centers etc.), or uses such as irrigation of common areas, drainage ways and rights of way. Demand figures should account for all non-residential demands. All of these water uses are considered to be part of the subdivision offering, since they will be a part of the common promotional plan and they are covered by the official definition of a subdivision. This definition can be found in A.R.S. §32-2101. It should be noted that any non-residential water use which is a part of the master plan is subject to consistency with management goal requirements. If these water demands are served mined groundwater under any right or authority, they must either supply evidence of extinguishment credits to meet the consistency with management goal requirement or enroll the non-residential land in the Central Arizona Groundwater Replenishment District.

Item 3b: Indicate the assumptions used to calculate non-residential demand, as well as the source of data.

Item 4a: Indicate the year that the subdivision will be built out (i.e active water service connections exist for at least 90% of all lots).

Item 4b: Indicate estimated lost and unaccounted for percentage. Contact your AMA office for distribution system loss rates.

Item 4c: Indicate estimated water demand for construction purposes.

Item 4d: Indicate total expected build-out demand from all sources. Demand figures should account for distribution system losses. Include water used for construction purposes.

PART C - CONSISTENCY WITH MANAGEMENT PLAN

Item 1-General information relating to Management Plan conservation requirements - for subdivisions of more than 50

lots: Requirements for water providers include meeting gallon per capita per day (GPCD) targets which have been calculated for each provider and "individual user" requirements for deliveries to turf-related facilities and for landscaping in public rights of way. In addition, large providers (those that serve more than 250 acre-feet per year) must limit lost and unaccounted for water to no more than 10 percent, and small providers to not more than 15 percent. While subdividers are not specifically subject to these requirements, water use by new subdivisions can affect the ability of the provider to meet its requirements. Water use models for new residential development, which assume water conservation practices and devices, were developed by the Department and used in determining the provider's GPCD goals. These models may be used as guidance in estimating conservation-based demands. Please contact your AMA office for more information.

Item 1a: For the municipal or county jurisdiction within which the subdivision is located, list any water conservation ordinances and briefly describe the sections that apply to the subdivision. If they will serve as evidence of your demand projections, please attach.

Item 1b: Indicate if the proposed subdivision will incorporate Conditions, Covenants and Restrictions (CC&Rs) or other conditions which will limit exterior water demand. If they will serve as evidence of your demand projections, please attach.

Item 1c: Refer to the Department's low water use plant list for a listing of acceptable plants for public rights of way served by municipal water providers.

Item 1d: List any other conservation actions not previously mentioned that apply to the subdivision. Please attach.

PART D - CONSISTENCY WITH MANAGEMENT GOAL

Item 1: If any groundwater will be used, indicate how the groundwater use will meet the "consistency with management goal" requirement. In many cases, water withdrawn and used (or exchanged) pursuant to a waterlogging or poor quality water exemption will not be counted against the groundwater allowance. However, a separate application must be filed to claim these exemptions. Contact the Department for more information. If the applicant has extinguished grandfathered groundwater rights after the effective date of the rules and the credits are to be included in the subdivision's groundwater allocation, please submit evidence of the extinguished rights. For further information, please contact the Office of Assured Water Supply.

PART E - LEGAL AVAILABILITY OF SOURCE WATER

Item 1: Indicate whether the subdivision will receive water through a central distribution system from a water provider, or if the subdivision will be served by individual wells. The Notice of Intent to Serve Form, included in the application packet, must be completed if the subdivision will be served by a water provider. It need not be completed if a dry lot subdivision. If more than one provider will deliver water to the subdivision, a Notice of Intent to Serve Form must be completed for both providers. A subdivision proposed to be served by a private water company must be within the boundaries of the company's Certificate of Convenience and Necessity. An updated map of the CCN must be filed if the boundaries were modified to incorporate this subdivision.

Item 2: If a water exchange is involved, please attach the entire agreement.

Item 3: Attach and reference any supporting studies or other documents indicated in the table. General guidance for water sources and volumes, hydrologic studies, backup supply plans and drought response plans are provided below. If more detail is required to demonstrate sources and types of water, an alternative table may be submitted (in a clear and concise format).

Water Sources and Volumes

The 100 year volume should include the total water from each source expected to be used over the 100 year period, regardless of the actual or expected term of usage. For example, the 100 year volume for a 30 year contract for 200 acre feet per year of effluent is 6,000 acre-feet.

Groundwater: The figure for groundwater could include the basic groundwater allocation (which varies between AMAs) plus: 1) any credits for extinguishment of grandfathered rights; or 2) for members of the Central Arizona Groundwater Replenishment District, any groundwater which is to be replenished by the District on the member's behalf. If the

applicant intends to demonstrate an Assured Water Supply solely on the basis of membership in the District, the amount indicated in the "100 year volume" column should equal total projected demand for the 100 year period.

Surface Water, CAP/Colorado River Water and Effluent Directly Delivered:

Include the amounts from each of these sources that will be directly delivered. For purposes of this table, "directly delivered" includes amounts stored and recovered in the same calendar year.

Backup Water Supply

Backup water supplies must be demonstrated if:

- 1) The proposed source of water is surface water (not including CAP or Colorado River water) and the applicant wishes to have the Department calculate the quantity of water annually available for the proposed use at 100 percent of the median flow of the source (instead of 120% of firm yield of the source);
- 2) The proposed source of water is a CAP subcontract (other than a non-declining, long-term municipal and industrial subcontract or a lease for Indian priority CAP water) and the applicant wishes to have the Department calculate the quantity of water annually available for the proposed use at 100 percent of the subcontract amount (instead of a lesser amount to be determined by the Director);
- 3) The proposed source of water is Colorado River water based on a contract which is less reliable than CAP municipal and industrial water, and the applicant wishes to have the Department calculate the quantity of water annually available for the proposed use at 100 percent of the contract amount (instead of a lesser amount to be determined by the Director).

A backup water supply may be demonstrated through one or more of the following:

- A drought response plan (see guidelines below)
- Long-term storage credits
- A contract for water with the Central Arizona Groundwater Replenishment District or a county water augmentation authority
- Evidence that the applicant is a member of the Central Arizona Groundwater Replenishment District or a county water augmentation authority
- Evidence of other backup supplies which are physically, continuously and legally available.

Drought Response Plan

A Drought Response Plan is one of five options available for demonstrating a backup supply of water. In addition, a Drought Response Plan is one of several means to support the demonstration of continuous physical availability of surface water, Central Arizona Project water or Colorado River water where insufficient storage facilities exist.

The Drought Response Plan should describe a variety of conservation and augmentation measures which the provider will employ during a water supply shortage. The plan may include:

- An identification of priority water uses consistent with appropriate public policy
- A description of sources of emergency water supplies
- An analysis of the potential use of water pressure reduction
- Plans for public education and voluntary water use reduction
- Plans for water use bans, restrictions and rationing
- Plans for water pricing and penalties for excess water use
- Plans for coordination with other cities, towns and private water companies
- Any other appropriate measures.

The Drought Response Plan should describe any physical structures and reference any current contracts, agreements or special authorizations necessary to implement the measures.

PART F - FINANCIAL CAPABILITY

Item 1: If a water distribution system has not yet been constructed, the subdivider's financial capability to construct the distribution system and any required treatment or storage facilities must be verified by the local platting entity. The attached "Verification of Construction Assurance" form must be completed by the local platting authority.

Item 2: A storage facility includes any surface or subsurface impoundment to store surface water or effluent for distribution within the development. A treatment facility refers to a plant used to treat surface water or effluent for distribution within the development. The statement of capacity should be certified by a registered professional engineer and should specify treatment capability in terms of millions of gallons per day (MGD), and storage capacity in terms of acre-feet. Please attach a copy of the performance bond for the entire cost of the treatment or storage facility as evidence of the financial capability to construct or modify these facilities. **Member lands of the Central Arizona Groundwater Replenishment District need not post a performance bond.**

PART G - PHYSICAL AVAILABILITY OF SOURCE WATER

Item 1: Hydrologic studies involve a site-specific evaluation of surface water and groundwater characteristics including water levels, water decline rates, flow rates, flow direction and water quality. These studies provide for conclusions regarding the impact of the proposed withdrawals or diversions, and the quantity and quality of water available. The various studies referenced in the "source of supply" table for appropriate supplies should be combined into one comprehensive hydrologic report. Department rules (A.A.C. R12-15-703.(B)(1)(b) require that a study addressing available groundwater must describe the hydrology of the affected area using a "method of analysis approved by the director." The "affected area" for a subdivision is the area delineated by the boundaries of the

proposed subdivision plus: 1) any nearby areas where the depth to water criteria may be exceeded and 2) any nearby areas containing water that does not meet state water quality standards. "Method of analysis approved by the director" refers to guidelines for hydrologic studies prepared by the Department's Hydrology Division, or an alternative method that has been presented to and approved by the Department. For purposes of determining physical availability of groundwater, the following factors must be considered:

- the groundwater allowance
- incidental recharge
- credits for extinguished grandfathered rights
- long-term storage credits (regardless of the origin source)
- any water stored and recovered in the same year when recovery occurs outside of the area of hydrologic impact
- all groundwater which is subject to replenishment by the Central Arizona Groundwater Replenishment District.

The referenced contaminant migration study must describe the types of pollutants and analyze the possible movement of the water to identify any potential effects on the available groundwater. If the poor quality water is likely to be withdrawn, a brief description of potential treatment or remediation methods must be specified. Applicants may use any existing contaminant transport models which have been developed for Superfund and WQARF sites, or simplified groundwater velocity estimates may be used. This study should be included in the overall hydrologic evaluation.

A Letter of Water Availability, Analysis of Assured Water Supply and Physical Availability Determination are instruments through which physical availability of water may have been previously determined. A fee credit may apply if a valid study is on file with the Department of Water Resources. Detailed hydrologic study guidelines are available through the Hydrology Division (417-2448).

PART H - WATER QUALITY

Item 1: If necessary, attach appropriate evidence or study.

PART I - FEES

Calculate the fee required for the application by following the instructions on the form. Make checks payable to the Arizona Department of Water Resources.

PART J - PUBLIC NOTICE AND APPLICATION SIGNATURE

Item 1: A Notice of Application for a Certificate of Assured Water Supply will be given once each week for two consecutive weeks in an newspaper of general circulation in the Active Management Area in which the development will be located. The first publication will occur within fifteen days after the application is determined complete and correct. An applicant may request that an early public notice be given after the application is determined to be complete, but before it has been determined to be correct. If there are significant changes to the application after the notice is given, the applicant will be required to bear the cost of an additional public notice.

Signature: Print the name of the owner and have the owner sign and date the application. If the subdivision is owned by a sole proprietor, the individual owner must sign. If the subdivision is owned by a corporation, partnership or trust, an authorized corporate officer, partner, or trustee must sign. If the application is submitted on behalf of a corporation, a resolution enacted by the corporation must be attached, which evidences that the person signing the application is so authorized by the corporation. If there is more than one individual owner, **all owners must sign the application** if their names are to be included on the Certificate. **Please attach proof of ownership.**

APPLICATION GUIDELINES

CERTIFICATE OF ASSURED WATER SUPPLY

In accordance with A.R.S. §§ 41-1008 and 1079, the Department of Water Resources (Department) provides the following information regarding the application review process to assist applicants in obtaining a certificate of assured water supply.

Steps for Processing Your Application and Obtaining Approval

Before filing your application, the Department encourages you to contact one of the Department personnel indicated at the end of these guidelines to discuss the application process and review criteria. If you wish, a meeting may be scheduled to facilitate this process. For assistance in understanding the substantive requirements for this application, please reference A.R.S. § 45-576 and A.A.C. R12-15-701 et. seq., available through the Department's bookstore.

It is imperative that you complete the application form in its entirety. An incomplete or incorrect application may result in a delay in processing your application. The application along with all required fees and supporting documentation can be submitted in person or by mail to 500 North Third Street, Phoenix, Arizona 85004, or to any of the satellite AMA offices. The Department suggests that you retain a copy of all documents which are submitted for review. Once the AWS office receives the application it performs an initial completeness review. The application must include the following in order to be processed further: 1) a completed, signed application form, 2) correctly calculated fees (which include the cost of public notice), 3) Notice of Intent to Serve and Verification of Construction Assurance for a Proposed Subdivision, if required, 4) evidence that the "consistency with management goal" requirement will be met, 5) evidence that the physical availability requirement will be met, 6) evidence that the use is consistent with the management plan for the provider and 7) three copies of the preliminary plat. Completeness of the application also includes submission of an application for enrollment of the subdivision lands in the Central Arizona Groundwater Replenishment District (CAGRD), if necessary. The subdivision must subsequently complete the CAGRD process, have necessary documents recorded and officially become member land.

The Director of the Department is required by law to notify the public of all applications for certificates of assured water supply. A.R.S. § 45-578(A). Public notice for each certificate application must be published once each week for two consecutive weeks in a newspaper of general circulation in the active management area in which the applicant proposes to use water. A fifteen day objection period follows the second public notice. If the application is substantially modified after public notice of the application, the Director is required to give notice of the application as modified in the same manner. Upon applicant request, publication of notice of the application may occur as soon as the application is determined by the Department to be complete. Since public notices must be submitted to most newspapers a week or more in advance of the first publication, the total time required from submittal of the public notice to the end of the objection period is roughly 40 days. Regardless of when the public notice takes place, the certificate is not automatically issued once the public comment period has expired.

It is possible that an existing study on file with ADWR may be sufficient to prove physical availability of groundwater. If this is the case, Hydrology staff will review the study to ensure that the hydrologic situation has not changed. If a study is not on file, one must be submitted with the application.

All proposed sources for a certificate of assured water supply are also reviewed for adequate water quality. If water will be delivered by an existing water provider, a water quality report is requested from either the Arizona Department of Environmental Quality, Maricopa County Environmental Quality or Pima County Environmental Quality, depending on the location of the subdivision. These agencies determine whether or not the water provider is in compliance with all applicable water quality standards. The report is then reviewed by ADWR staff to ensure that the water provider is meeting all applicable water quality standards. If the water provider does not meet water quality requirements, the applicant and water provider are notified. It is then up to the applicant, the water provider and the appropriate regulatory agency working together to bring the water provider into compliance.

If water will be provided by wells on each lot or by a new water provider, ADWR staff will review regional water quality data to determine if the source water is of adequate water quality. If it is determined that the source water does not meet water quality requirements, treatment and proof of financial capability to fund treatment will be required before a certificate may be issued.

If there is no information available on the regional water quality, or if the subdivision is within one mile of a WQARF or Superfund site, the applicant may be required to test the water quality and report the results to ADWR for review. This may include a contaminant migration analysis.

Time Frames for Review of Your Application

Within 210 days after receipt of your application, the Department will determine whether your application should be granted or denied, unless this time is extended as described below. In processing your application, the Department will first determine whether the application is administratively complete (administrative completeness review), and then whether the application meets the substantive criteria established by statute or rule (substantive review). Each of these reviews will be completed within the times stated below. The time for the administrative

completeness review plus the time for the substantive review is referred to as the overall time frame.

1) Administrative Completeness Review Time Frame

Within 150 days after receipt of your application, the Department will determine whether your application is complete, and will issue a written notice of administrative completeness or deficiencies. After your application is complete, the Department will proceed with substantive review.

If the Department sends you a letter that your application is incomplete, the Department will include a comprehensive list of specific deficiencies. Until the missing information is received, both the administrative completeness review and the overall time frames will be suspended. When the Department receives the missing information, the administrative completeness review and overall time frames will resume. Your application will not be complete until all of the requested information is received. If you do not supply the missing information within sixty (60) days, the Department may deem your application withdrawn and close the file.

2) Substantive Review Time Frame

Within 60 days after the application is complete, the Department will review your application to determine whether it meets the substantive criteria required by statute or rule. The approximately forty days necessary for public notice and the objection period is included within this time frame. By mutual written agreement between you and the Department, the time for substantive review may be extended by up to 52 days. In cases where a hearing is necessary prior to a decision, the substantive review time frame will be increased by 120 days.

During the substantive review, the Department may make one written request for additional information. You may also agree in writing to allow the Department to submit supplemental requests for additional information. If additional information is requested by the Department, both the substantive review and overall time frames will be suspended. When the additional information is received, the substantive review and overall time frames will resume.

At the end of the Department's substantive review, the Department will send you a written notice either granting or denying your application. If your application is denied, the notice will include the justification for the denial and an explanation of your right to appeal the denial.

Agency Contact

Please direct any questions, comments or requests for further assistance to:

Office of Assured and Adequate Water Supply
(602) 417-2465

Doug Dunham
E-mail address: dwdunham@adwr.state.az.us